Instructions for Adding an Event

First, please make sure you either have your popup blocker deactivated, or that you have added mhmr.ky.gov as a domain that is allowed to have popups in your browser.

Note the header row, which indicates that fields whose title has an orange background are required fields. It also has three buttons besides the Instructions button – Save, which will save your new entry; Cancel, which will cancel adding an event and return you to the calendar page; and Reset, which will reload an empty form.

To add a new event, start by using the three dropdown lists at the top of the window to (1) select a Category, (2) select an Entity (the branch, program, service, etc. to which this event belongs), and (3) select an Event Type. You must make these selections in that order. Note that the Entity dropdown list includes only the entity or entities for which you have “calendar responsibility.”

These selections enable the application to search the database for standard information for that type of event and to fill in as many spaces as possible (such as the Event Name and times, and location and contact information). If your entity has events that are not reflected in the Event Type dropdown list, you need to request that the event type be added to the database. Please email to Dave Meredith **an event type and contact information at a minimum.** If the contact person is an in-house DMHMRS staff member, a name is sufficient for contact information, as the system has email addresses and telephone numbers for in-house DMHMRS staff.

If your new event type has standard information for start time and end time, location, event description, or any other item that you see listed on the Add an Event screen, you should provide this as well. The more information you can provide, the less information you will have to key in when you enter events of that type in the future.

If you have made selections from the dropdown lists and need to change one or more of them, please click the Reset button before changing your selections. This ensures that all the text boxes are cleared before you change your selections, so that erroneous information is not entered in the database.

When you are adding an event, you must add an Event Date and Event End Date. You can change any of the information from Event downward in the table. Except for dates, a lot of the information for most recurring events is already in the database, and using that information helps to prevent data entry errors and makes your data entry job easier.

The fields Course ID#, Registration Text, Registration URL/Email, Trainer 1 and Trainer 2 are intended for training events (though they may be used for other event categories). Registration Text and Registration URL are combined in the Event Details table that users view on the main calendar page. If you have only a URL (Web address) for registration, then you should enter that URL in both the Registration Text and Registration URL/Email fields.

If you have an email address for registration, you should enter in the Registration Text field the text you want to appear in the "Registration" row of the Event Details table – usually someone's name. Then enter the email address in the Registration URL/Email field.

If you enter in the Registration Text field something like "Email John Smith at john.smith@ky.gov," the email address will not be clickable in the Event Details table. It will only be clickable if you put the name in the Registration Text field and the email address in the Registration URL/Email field.

Instead of an email address or URL, you might want to enter a registration deadline. You should enter that in the Registration Text field. If you do not have a URL or an email address to enter, leave the Registration URL/Email field blank.

When you have completed the form with the necessary information, click the Save button. If you have left empty required fields or have entered information in the wrong format, the system will notify you and will not allow you to save your information. If the event was saved successfully in the database, a popup window will appear notifying you of that. When you click “OK,” you will be returned to the main calendar page.

If you need assistance, please contact Dave Meredith.